Thaddeus Stevens College of Technology has an opening for a permanent full-time Accountant working in the Business Office. This entry level accountant position will be cross trained for management of accounts payable and receivable, payroll, purchasing, billing and invoicing. This is a full-time position with hours of work from 8:00 a.m. to 4:30 p.m. Monday through Friday. The essential functions of this position are:

* Knowledge of administrative and operational practices of a two-year technical College.
* Knowledge of governmental accounting.
* Knowledge of accounts payable process.
* Knowledge of cash management procedures.
* Knowledge of financial aid receipts and disbursement process.
* Knowledge of sources of information, methods and techniques in researching information.
* Ability to organize and develop procedures to carry out staff assignments with minimal supervision.
* Ability to analyze fiscal information and develop recommendations or report findings.
* Ability to establish and maintain effective working relationships within the College and with the general public.
* Performs skilled typing, using word processing and spreadsheet software for letters, reports and fiscal documents.

Minimum Qualifications include a bachelor’s degree including fifteen credits in Accounting and/or three years of experience preferred.

Application materials must include a cover letter, resume, and transcripts. Send applications to Heather Burky, Thaddeus Stevens College of Technology, 750 East King Street, Lancaster, PA 17602 or [burky@stevenscollege.edu](mailto:burky@stevenscollege.edu).  For best consideration, materials should be submitted by November 18, 2019**.**

Thaddeus Stevens College of Technology is an Affirmative Action and Equal Employment Opportunity Employer. Women and minorities are encouraged to apply. For information about Stevens, visit the web site at [www.stevenscollege.edu](http://www.stevenscollege.edu/).